



City of Tigard Memorandum

To: Mayor and City Council

From: Dana Bennett, Human Resources Director

Re: City Manager Annual Performance Review

Date: October 1, 2015

In accordance with the Employment Agreement for City Manager Marty Wine, the City Council is required to conduct an annual performance review in December 2015. The first step to be taken by Council is to decide on the criteria and process to be used for the evaluation. This is scheduled for your October 13th meeting, during a study session. On November 10, 2015 during a business meeting, the Council will request public input on the criteria and process that has been selected, as required by employment law for public employees. Following these two steps, then I will initiate the process of collecting information/evaluations data to compile. Once that process is completed, the performance evaluation will take place during an executive session.

Last year's performance review of the City Manager included the following process/steps:

- 1) The City Council decided to have both the council and other evaluators complete a written performance review of the City Manager for the prior 12 month period. The Council approved a review form to be used and a list of raters/evaluators. A copy of the completed final review is attached. The format that was used by external evaluators was a set of questions, as the external evaluators would not have the benefit or opportunity of observing internal operations, last year's list of questions is also attached.
- 2) The Human Resources Director coordinated the distribution of forms to all raters.
- 3) The Human Resources Director received all completed review forms and collated ratings and comments into two final documents: one that incorporated all City Council comments and ratings, and a second which incorporated all ratings and comments from the other evaluators. The information was transferred without reference to the rater's name, and each category/criteria was assigned an average score.
- 4) Both documents were submitted to the Council for their review prior to the date of the performance review of the City Manager.

- 5) If there were no further changes, both documents were provided to the City Manager prior to the actual review.
- 6) A performance review was conducted for the City Manager with the City Council in an Executive Session.

The other evaluators who provided input for last year's evaluation, in addition to City Council included:

External Partners: TDA Board (Murphy, DeAngelo, Mollahan Shearer, Thomburg and Stevenson), Tom Anderson (Planning Commission), Randy Ealy (City of Beaverton, Chief Administrative Officer), Joel Rubin (CFM Strategic Communications Inc., VP Federal Affairs), Mike Duyck (TVFR, Fire Chief), Alan Kennedy (TVFR, Battalion Chief), Joel Komarek (City of Lake Oswego, LO-Tigard Water Project), Scott Lazenby (City of Lake Oswego, City Manager)

All Department Directors: Toby LaFrance (Finance and IT Director), Dennis Koellermeier (LO-Tigard Water Project Director), Margaret Barnes (Library Director), Chief Orr (Chief of Police), Liz Newton (Assistant CM), Kenny Asher (CD), Brian Rager (PW), Nadine Robinson (Central Services Director) and Dana Bennett (HR Director)

Other Staff: Joanne Bengtson (Exec. Assistant to the CM), Loreen Mills (Assistant to the CM), Rudy Owens (Communications Strategist) and Lloyd Purdy (Economic Development Manager)

Based upon some Council feedback regarding last year's tool, the form has been modified to address some of the concerns that were raised, while largely maintaining the same core rating dimensions. A copy of the 2015 City Manager Goals, that were established as a result of the Council's 2014 performance review and feedback, have been built into a draft evaluation tool that will be before Council, to measure the City Manager's performance against the stated goals and objectives

The issues before the City Council for your October 13th meeting are:

- 1) What criteria does the Council wish to include in the review document (a draft tool is attached for your consideration based on feedback from last year's review)
- 2) What process do you want to use to collect this information (note any changes from last year)
- 3) Who do you want to include for this year's evaluator list (note any changes from last year)

I will be at the meeting of the 13th to collect any feedback or direction and to assist in any way I can.

Thank you